

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Program Analyst Series/Grade: GS-343-14	Announcement No: ETA 03-139
	Opening Date: 10-06-03
	Closing Date: 10-10-03
Salary Range: \$81,602 - \$106,086 (includes locality pay)	Number of Vacancies: One
	Bargaining Unit: Outside
Organizational/Geographic Location: Employment & Training Administration Office of Job Corps Division of Program Support & Accountability Program Accountability Unit	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington, DC	Area of Consideration: DOL – Washington, DC

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities:
<ul style="list-style-type: none"> • Directs the planning and development of the Accountability unit in the Division of Program Support and Accountability. • Provides the leadership, technical expertise, resources, and policy guidance in the national office to ensure the Job Corps program achieves its GPRA goals and other performance standards under Job Corps' Performance Measurement Systems • Provides the leadership, timely technical assistance, resources, and policy guidance to the Job Corps regional offices, center operators, and other Job Corps contractors in order to reach desired performance outcomes and measurement goals. • Serves as an expert in data analysis and review of all performance indicators in the Job Corps program. • Interprets and implements National Job Corps policy and makes expert recommendations on national policy matters • Coordinates with other agencies within DOL and other federal/state organizations. Develops requests for proposals, evaluates proposals and recommends selection of the successful offeror. • Serves as a CSRA supervisor supervising a team of employees less than 25% of the time. Assigns and reviews work of subordinates to ensure completeness, sound judgment, and compliance with established policies, practices and procedures of the Department in conformance with negotiated contracts.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

To be eligible, applicants must have at least one (1) year of specialized experience in or directly related to the position, such as program development, program accountability, and policy formulation activities, which has equipped the applicant with specific knowledge, skill and abilities. **To qualify for the GS-14 grade, specialized experience must have been equivalent to GS-13 in the Federal Service.**

Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Applicants must also meet time-in-grade requirements where applicable.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input checked="" type="checkbox"/> Subject to frequent travel
<input checked="" type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input checked="" type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of educational, vocational and residential living programs. (H)
2. Ability to work effectively with senior management officials, other government agencies and the private sector (H.)
3. Effective leadership skills in order to supervise and motivate staff. (H)
4. Ability to develop work plans, establish clear work priorities, provide direction and track work progress. (H)
5. Effective skills in oral and written communication in order to develop clear and concise findings and to communicate with a wide range of individuals and groups. (H)

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p>The following material is required if checked:</p> <p><input type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input type="checkbox"/> -- Copy of SF-50 to confirm status.</p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 Attn: Ms. Joyce M. Gordon Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to</p> <p>An incomplete application package may result in your being considered ineligible.</p>
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ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.